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BY ORDER OF THE COMMANDER AIR FORCE RESERVE COMMAND

AIR FORCE INSTRUCTION 36-2818

AIR FORCE RESERVE COMMAND

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Personnel

THE USAF LOGISTICS AWARDS PROGRAM

OPR: HQ AFRC/LGQM (Lt Col John D. Thomas)

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The OPR for this supplement is HQ AFRC/LGQM (Lt Col John D. Thomas). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2818, 25 October 2000. The AF instruction is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction.

*SUMMARY OF REVISIONS*

This version realigns our supplement with current procedures in AFI 36-2818. Abbreviated and Formal Nomination Packages were added to the Maintenance Awards along with new submittal dates. Figure 5.1 and Table 5.8 were also included. Two AFRC Civilian Operations Plans categories were included in Table 8.1.1. An \* indicates a revision from the previous edition.

\*5.2.3. (Added) Abbreviated Nominations are due to the NAFs and HQ AFRC approximately 75 days in advance of the due dates for the Formal Nomination Packages. This advanced nomination submission and award winner selection timetable enables the MAJCOM winners adequate time to prepare a Formal Nomination Package that is competitive at the HQ USAF level. For exact due dates, see Table 5.8.

\*5.3. Two types of nominations will be used for AFRC Maintenance Awards, Abbreviated Nomination, and a Formal Award Package. The Abbreviated Nominations will be used by Numbered Air Forces (NAFs) and HQ AFRC to select NAF and MAJCOM level award winners respectively. Once the award winners are selected at the MAJCOM level, those units and individuals going forward to compete at the HQ USAF level will prepare and submit Formal Award Packages and follow the guidelines mentioned in paragraphs 5.3.1 or 5.3.2 as appropriate. Those NAF and MAJCOM level winners not going on to compete at the HQ USAF level need not prepare a Formal Nomination Package. Abbreviated Nominations will be limited to one page with the supporting justification limited to 250 words in bullet format (figure 5.1).

Requisite nomination identification data (i.e., name of unit, individual nominated, ranks, SSN, nomination dates, award title, submitting officials signature block, etc.) will not be counted towards the 250 word limit. Formal Award Packages will include one copy (in a plain blue pocket folder) and a diskette containing the nomination package in Work for Windows, any version. HQ AFRC/LG will provide units with an Award Preparation Guidebook.

5.3.1. See table 5.1.1 for AFRC requirements to Annual Unit Maintenance Awards and table.

5.4.1.2. Two page maximum.

\*5.4.2.1. Two page maximum.

5.6. (Added) Nomination Procedures:

5.6.1.(Added) Each AFRC organization desiring award consideration will submit an Abbreviated Nomination to the appropriate NAF/LG for review. Abbreviated nominations can be submitted by e-mail or fax to the NAFs. NAFs will forward their winners to HQ AFRC/LGQM via e-mail or fax. Late or incomplete nominations will not be considered.

5.6.2.(Added) Award nominees for USAF-level competition are recognized as the AFRC award winners in each category. Only winners going forward for USAF level competition need to prepare a Formal Award Package.

5.6.3.(Added) Formal Award Packages will include a citation IAW AFI 36-2805. (AFRC winners for the Maintenance Section of the Year and Weapons Load Crew will prepare and submit a citation but need not prepare a Formal Award Package.)

5.6.3.1. (Added) Opening: "The (unit name/load crew designation) has distinguished itself by accomplishing superior aircraft maintenance during the period 1 January (year) through 31 December (year)."

5.6.3.2. (Added) Closing: "The professionalism and commitment to excellence demonstrated by the men and women of the (section/load crew designation) reflect great credit upon themselves, the Air Force Reserve, and the United States Air Force."

Figure 5.1. (Added) AFRC Abbreviated Maintenance Award Nomination.



## AFRC ABBREVIATED MAINTENANCE AWARD NOMINATION

Award Title:

Category:

Award Period:

Rank/Name of Nominee:

Nominee's Telephone Number:

DAFSC/Duty Title:

Unit/Office Symbol/Street Address/Base/State/Zip Code:

Rank/Name of Unit Commander/Telephone Number:

Date submitted to NAF:

Date submitted to HQ AFRC/LGQ:

Nomination Preparer's Rank/Name/Office Symbol/Telephone Number:

Specific Accomplishments: (Bullet Statement Format not to exceed 250 words)

Please Note: Abbreviated Maintenance Award Nominations are due IAW Table 5.8 in the AFRC Supplement to AFI 36-2818 The USAF Logistics Awards Program.

FIGURE 5.1

\*Table 5.1.1. (Added) Annual Unit Air Force Maintenance Awards.

This table supplements AF Basic Table 5.1 as follows:						
Awards Category	Sponsor and Purpose	Who is Eligible?	Period of Award	Selection Process	Notification	Presentation and Display
Main-tenance Section of the Year Award.	HQ AFRC/ LGQ presents the Maintenance Section of the Year Award to promote a competitive spirit among aircraft maintenance activities, increase effectiveness of maintenance functions, and recognize out-standing achievement.	Maintenance sections performing duties within functional codes 2XXX.	Annually, 1 January to 31 December.	(See note.) A review board designated by HQ AFRC/ LGQ selects unit based on data in the Abbreviated Nomination package. If only one nomination is submitted, that nomination may not necessarily be selected. Nomination is judged on unit merit.	HQ AFRC/ CV notifies the NAFs by message.	AFRC award consists of an engraved AFRC command plaque (name of the award, recipient, and the period of award) and a citation. The AFRC commander presents award to the winner at an appropriate ceremony.  All NAF level winners will receive a NAF plaque and citation. NAFs are responsible for providing and awarding the NAF plaque and

This table supplements AF Basic Table 5.1 as follows:						
Awards Category	Sponsor and Purpose	Who is Eligible?	Period of Award	Selection Process	Notification	Presentation and Display award.

*NOTE:* Consideration based on unclassified summary of performance and accomplishments using the following criteria: adherence to prescribed operational procedures and safety practices; compliance with applicable training directives; contributions to cost reduction, management improvement, and suggestion programs; noteworthy maintenance accomplishments; management of facilities and accuracy of reports.

\*Table 5.5.1. (Added) Annual Individual Air Force Maintenance Awards.

This table supplements AF Basic Table 5.5 as follows:							
Award Category	Sponsor and Purpose	Who is Eligible?	Period of Award	Selection Process	Notification	Presentation and Display	Photo Requirement
Out-standing Reserve Weapons Load Crew Award.	HQ AFRC/LGQ presents the Out-standing Reserve Weapons Load Crew Award to promote a competitive spirit among reserve weapons load crew personnel with a resultant increase in efficiency and explosive safety and to recognize outstanding achievement.	Reservists in grades Airman Basic through Chief Master Sergeant who are assigned to weapons loading crews.	Annually, 1 January to 31 December.	(See note.) A review board designated by HQ AFRC/LGQ selects unit based on data in Abbreviated Nomination. If only one nomination is submitted, that nomination may not necessarily be selected. Nomination is judged on unit merit.	HQ AFRC/CV notifies the NAFs by message.	AFRC award consists of engraved AFRC command plaque (name of the award, recipient, and period of award) and a citation. NAF/CC presents award to the winner at an appropriate ceremony.  All NAF level winners receive a NAF plaque and citation. NAFs are responsible for providing and awarding the plaque and award.	None

NOTE: Consideration based on unclassified summary of performance and accomplishments using the following criteria: adherence to prescribed operational procedures and safety practices; compliance with applicable training directives; additional duties and special assignments; contributions to explosive safety, cost reduction, training, or suggestion programs; civilian activities that further the objectives of the USAFR.

Table 5.8 (Added) AFRC Maintenance Award Due Dates.

This table supplements AF Basic Tables 5.1, 5.2, 5.3, 5.4 and 5.5 as follows:						
Awards Category	Abbreviated Nomination Due to NAF/LG	Abbreviated Nomination Forwarded to AFRC/LGQM	AFRC Winner Announced & Formal Award Package Initiated By Unit	Formal Award Package Due to NAF/LG	Formal Award Package Forwarded to AFRC/LGQM	Due to HQ USAF
Daedalian Trophy	15 Aug	1 Sep	10 Sep	1 Nov	15 Nov	1 Dec
Maintenance Effectiveness Award for 13 categories	15 Sep	1 Oct	10 Oct	1 Dec	15 Dec	1 Jan
General Lew Allen, Jr. Trophy for 12 categories	15 Apr	1 May	10 May	1 Jul	15 Jul	1 Aug
Lt Gen Leo Marquez Trophy for 7 categories	1 Oct	15 Oct	25 Oct	15 Dec	1 Jan	15 Jan
CMSgt Thomas Barnes Award (Crew Chief of the Year)	15 Nov	1 Dec	10 Dec	1 Feb	15 Feb	1 Mar
DoD Maintenance	N/A	N/A	N/A	N/A	N/A	HQ USAF submits



Awards						Daedalian & MEA winners for DoD competition on 15 Mar
Sec Def Phoenix Trophy	N/A	N/A	N/A	N/A	N/A	HQ USAF submits Daedalian & MEA winners for DoD competition on 15 Mar
Maintenance Section of the Year	1 Feb	15 Feb	1 Mar Unit submits Award Citation IAW section 5.6.3	N/A	N/A	N/A
Outstanding AFRC Weapons Load Crew	1 Feb	15 Feb	1 Mar Unit submits Award Citation IAW section 5.6.3	N/A	N/A	N/A

6.2.3. (Added) The AFRC award for Air Force Supply Effectiveness, Satellite Category is a command plaque with the Air Force Reserve crest and a rectangular plate at the base, engraved with "Supply Effectiveness Award," unit's name, and year. The traveling AFRC "A. J. Brezenski" trophy will be forwarded by the current year AFRC winner to the next year's winner. The current holder of the trophy will have the nameplate engraved with the new winner's base information and award year prior to shipping. The AFRC Vice Commander's Certificate is also awarded to the AFRC satellite account chosen as the command winner.

\*6.2.3.1. (Added) Statistical information (including M-32 reports), current Unit Compliance Inspection (UCI), and Operational Readiness Inspection (ORI) reports are used to initially rank AFRC bases. This information is used to identify the top three base supply accounts. No additional funds will be allocated to a contractor operation to compete for this award. HQ AFRC/LGS informs the numbered air forces (NAF) and bases of selection by 15 December each year. The AFRC winner prepares a nomination package as prescribed by HQ USAF/ILSP. This information, and any assistance/guidance needed in preparing the package, is provided by HQ AFRC/LGSP.

6.2.4. (Added) HQ AFRC Fuels Management Branch (LGSWF) sponsors the Best-In-AFRC Award. The winner represents the command in the American Petroleum Institute sponsored award program. The AFRC award winner receives the Golden Derrick Trophy which is a gold oil rig on a black cup with a mahogany base. It has gold plates inscribed with the name of the trophy and previous winners. The AFRC Golden Derrick Trophy remains in the custody of the winner until requested for presentation to the next year's winner. The winning organization receives a permanent plaque from the American Petroleum Institute at the Pentagon in January following the year of selection. Finalists are awarded the AFRC Vice Commander's Certificate.

6.2.4.1. (Added) All Air Force Reserve Base Fuels Management Organizations (BFMO) that support flying missions are eligible to compete for the award. Additional funds are not allocated to a contractor operation to compete for this award. A unit that wins this award for 2 consecutive years is not eligible to compete the following year.

6.2.4.2. (Added) BFMOs desiring to compete for the award must send a letter requesting consideration in this category to HQ AFRC/LGSWF by 1 September. Attach one-page mission statement and one-page summary of achievements to the letter. HQ AFRC/LGSWF evaluates

the competing BFMOs and selects three organizations to compete for the Best-In-AFRC Award.

The on-site evaluation of the three finalists is conducted in September/October (pending availability of TDY funds). Events that occur before or after the evaluation period will not have a bearing on the rating. The award recipient for the command is determined by 15 December.

6.5. (Added) Supply/Fuels Nominations. AFRC units submit supply nominations directly to HQ AFRC/LGSP by 30 December. Fuels nominations are submitted directly to HQ AFRC/LGSWF by 30 December. Nominations submitted late, in the improper format, or incomplete will not be considered.

6.5.1. (Added) Each nomination package consists of a diskette and cover letter with a point of contact for the package. Use one cover letter for multiple nominations from an organization.

6.5.2. (Added) A review board designated by HQ AFRC/LGS selects individuals in each category based on nominations submitted. If only one individual is submitted for a category, that individual does not automatically win. The package is judged on individual merit. HQ AFRC/LGS is the approval authority for field and intermediate staff level (base/unit/NAF) winners; HQ AFRC/LG is the approval authority for AFRC staff selections/winners. HQ AFRC/LGS forwards AFRC award winners to HQ USAF/ILSP for Air Force level competition.

6.5.3. (Added) AFRC winners are awarded a command plaque engraved with the name of the recipient, category, award period, and the AFRC Vice Commander's Certificate. Awards are presented at the AFRC Supply/Fuels Conference, Workshops, Supply/Fuels Readiness Competition or by individual units if deemed timelier.

7.4. (Added) In table 7.1, under the column titled Period of Award and When to Submit, add the following: Each NAF LGT/DON establishes suspense dates for submission of award packages

from subordinate units. NAFs select one nominee for each category of award and forward the nominating material to HQ AFRC/LGT not later than 15 January.

7.5.1. (Added) Command Selection Process:

7.5.1.1. (Added) An Awards Board consisting of representatives from LGT and DON is formed annually to review NAF nominations.

7.5.1.2. (Added) When recipients of the AFRC individual and unit awards have been selected, HQ AFRC/LGT furnishes information to HQ AFRC/PA for announcement/notification and coordinates recognition efforts.

8.2.1. (Added) Nomination Procedures:

8.2.1.1. (Added) Unit commanders and supervisors identify individuals and/or units deserving of recognition and submit nominations. Unit XPs must consider all logistics plans personnel from subordinate units (that is AEG, LSS, CLSS, and RHCES) when submitting individuals for awards.

8.2.1.2. (Added) Send unit nominations to NAF/XP. Units decide whether to submit air reserve technicians in either the appropriate military or civilian category.

8.2.5. (Added) See table 8.1.1 for AFRC requirements.

8.5. (Added) Award Selection Process:

8.5.1. (Added) Each NAF/XP selects the best nomination in each category and forwards to AFRC for MAJCOM competition. Air reserve technicians not selected in the category originally submitted may be considered in another category if there were no previous submissions. This serves to recognize additional deserving individuals and maximize the number of NAF submissions (correct nomination packages to reflect any category changes prior to submission to AFRC).

8.5.2. (Added) The AFRC nominees for USAF level competition are recognized as the AFRC award winners in each category. Award winners are announced by message. The AFRC award consists of an engraved AFRC command plaque (individual's name, unit, award, and year) and a citation. Winners receive awards at an appropriate ceremony.

8.5.3. (Added) (HQ AFRC ONLY) A panel consisting of the AFRC/LGX, AFRC/XPX, and AFRC/DOOX select the AFRC award winners. The Chief, Logistics Plans Division, validates the selections and has final decision in tie breakers. To enhance impartiality, copies of nomination packages have all name and unit references omitted.

\*Table 8.1.1. (Added) Logistics Plans and Programs Awards.

This table supplements AF Basic Table 8.1 as follows:						
Awards Categories	Purpose	Who is Eligible?	Period of Award and When to Submit	Nomination Package	Selection Process	Presentation
Command Operations Plans Manager of the Year (Operations officers at the NAF).  Operations Plans Senior Manager of the Year (Major through Colonel).  Operations Plans Manager of	To recognize outstanding individuals in operations planning.	Air reserve technicians are eligible for military or civilian categories. Each NAF may submit one nomination for each category to HQ AFRC.	NAFs send nominations by 15 January to: HQ AFRC/LGX 155 Richard Ray Blvd, Robins AFB GA 31098-1635. Units send nominations to the NAF/XP before the NAF December UTA.	Submit all nominations under a single cover letter, signed by the Director or Deputy Director of Logistics.  Nominations will be limited to one 8½" X 11" page, single-spaced bullets, double spaced	A selection board chaired by Logistics Plans divisions will convene 15 January.  Each nomination is reviewed, a winner is selected in each category and notified	At the discretion of the wing commander.

This table supplements AF Basic Table 8.1 as follows:						
Awards Categories	Purpose	Who is Eligible?	Period of Award and When to Submit	Nomination Package	Selection Process	Presentation
<p>the Year (Lieutenant through Captain).</p> <p>*Civilian Operations Plans Senior Manager of the Year (Above GS-9)</p> <p>*Civilian Operations Plans Manager of the Year (GS-9 and below)</p>				<p>between major bullets, with one inch margins all around. See Attachment 7 for sample on Individual and Unit Nominations</p>	via message.	

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